



## **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

***“Honoring California’s Veterans”***

### **Health Records Technician I Permanent, Full –Time \$2638 - \$3505 Monthly**

**THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.**

**\*DUE TO THE GOVERNOR’S HIRING FREEZE, ONLY INTERNAL CDVA EMPLOYEES CURRENTLY IN THE CLASS OR WITH LATERAL TRANSFER ELIGIBILITY WILL BE CONSIDERED FOR THIS VACANCY.**

#### **Final File: Until Filled**

##### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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## Health Records Technician I

Permanent, Full –Time

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### Duties and Responsibilities:

Under the general direction of the Health Records Technician II :

- Converts physician's diagnostic terms to International Classification of Diseases (ICD-9) nomenclature for accurate coding; assigns appropriate ICD-9 codes to all diagnoses; provides abstracts on a daily basis for Medicare billing and date entry. Process and codes daily charge slips including Medical Officer of the Day (M.O.D.) and Physician's charge slips. Works closely with physicians, unit staff, and other cost center staff to obtain complete and accurate coding information.
- Reviews outpatient charge slips and Admission, Transfer/Discharge, Final Medical and Annual Clinic Summaries. Converts this information to acceptable nomenclature and codes; prepares abstracts and forwards on a current basis to appropriate entities.
- Reviews, evaluates and verifies summaries are complete for timeliness, content, signature, filing and documented compliance to regulatory agencies. Reviews and evaluates medical charts. Prepares various monthly reports of all discharged patients as mandated by regulatory agencies.
- Compiles and presents summation of errors to unit staff. Compiles reports of findings using a variety of presentation methods.
- Uses computer system to maintain data base and perform related clerical duties, including necessary logs for quality control; maintain patient master index files and other duties as required.

### How To Apply:

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave D413 Los Angeles, Ca. 90049, Attn: G Steward M80 56W 09/10.** All State applications must be postmarked no later than the final filing date.

### Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Gwen Steward, Human Resources Office, at (424) 832-8221. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

RELEASED: 5.20.11